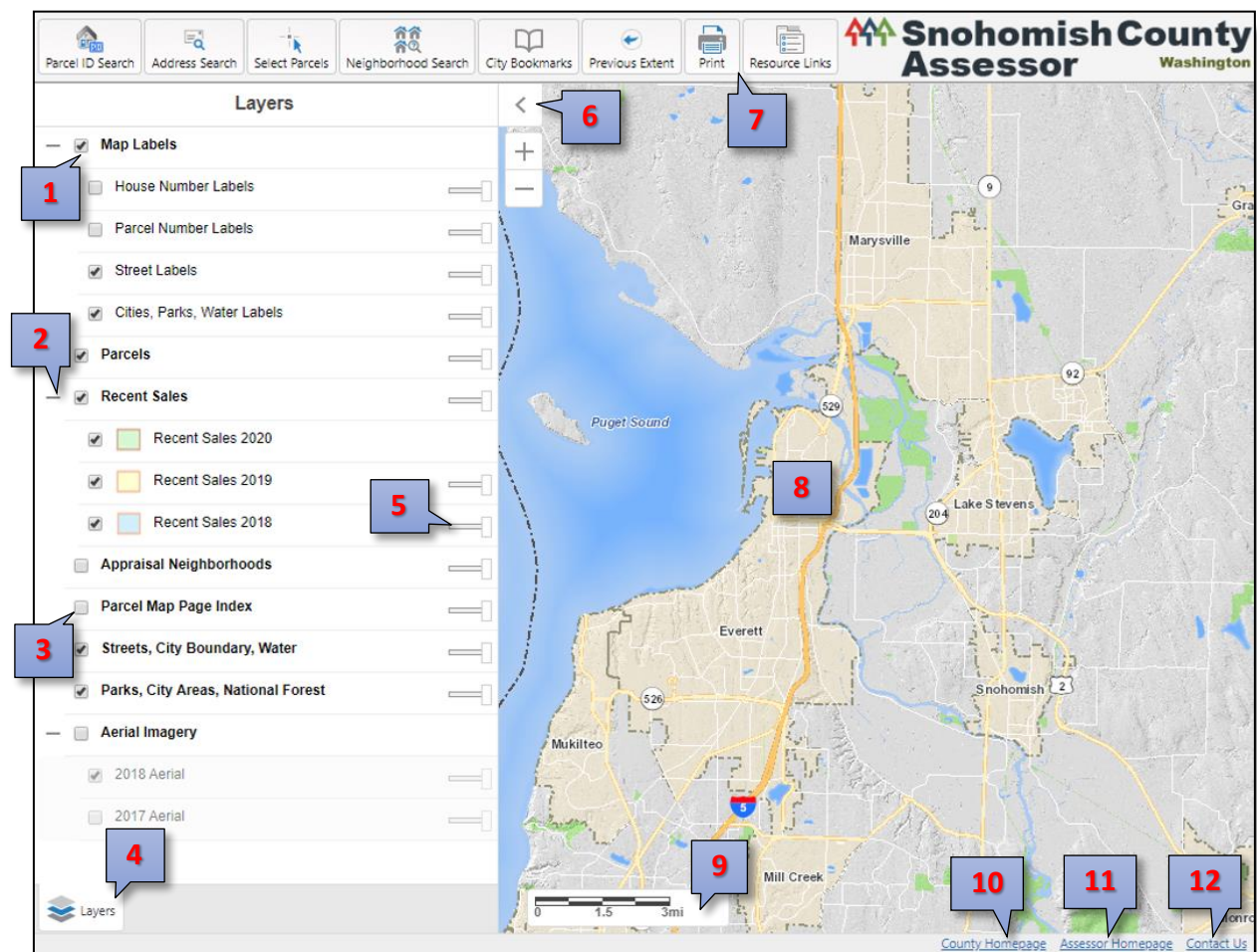


SCOPI USER GUIDE

This guide will cover the core features and tools of the desktop and tablet versions of the Snohomish County Online Property Information (SCOPI) interactive mapping application. For information about sales, appraisal neighborhoods, parcels, and other layers that are depicted on the map, please see the [SCOPI Launch Page](#).

The SCOPI application interface consists of three main areas, the Toolbar, the Information (Info) Panel, and the Map Area. The Toolbar consists mainly of tools that help refine your search experience, export a map, or find additional resources. The Info Panel is multi-purpose and contains a tabbed interface. On the Layers tab, you can turn on and off map layers and set their transparency levels. Additional tabs support various tools and informational displays. The Map area is where visualization and interaction with the County's spatial data occurs.

Interface Elements

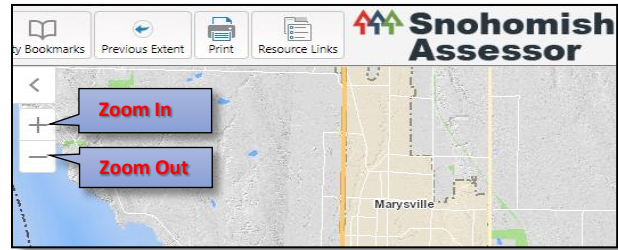


[1] Layer Group Toggle | [2] Collapse or Expand Layer Group | [3] Map Layer Toggle | [4] Info Panel Layers Tab | [5] Transparency Slider | [6] Hide/Show Info Panel | [7] Toolbar | [8] Map Area | [9] Scale Bar | [10] County Website Link | [11] Assessor's Website Link | [12] Contact Assessor GIS E-mail Link

Map Navigation

Choice of device used to view SCOPI determines how you interact with the map. For example when your cursor is over the Map Area, computer users using a mouse with a scroll wheel can roll the wheel forward and backward to zoom in or out or those using a touch mouse or trackpad can gesture forward or backward. Additionally you can zoom in or out by clicking the on-screen "+" and "-" buttons. To zoom into a specific area, press and hold the SHIFT key while clicking and dragging your mouse to create a box. This box defines the new extent to zoom in to.

Users with touchscreen devices can use the "pinch" method to zoom in and out or double tap to zoom in. To pan the map from a computer with a mouse, left click on the Map and drag the map. To pan on a mobile device, simply press and hold in the map area on the touch screen, then drag your finger or stylus to move the map.

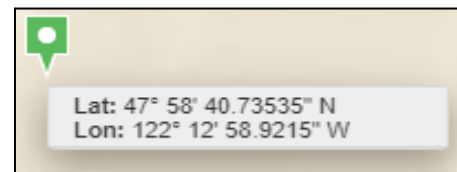


***Note:** Unlike the previous version of SCOPI, the View Property Information tool is always active and is executed whenever you left click with mouse or touch on a touchscreen, a parcel on the map. This will open the selected parcels in the left hand parcel selection list panel.

In addition to the standard navigation methods, this application provides enhanced access to end-users with disabilities: it enables full keyboard control, is screen reader friendly, and contains other features to make mapping technology more accessible to the largest possible audience of potential users, regardless of their level of ability. Geocortex Viewer for HTML5 conforms to [WCAG 2.0](#) level AA (international & United States), as part of Latitude Geographics' Geocortex Essentials technology for Esri's ArcGIS platform.

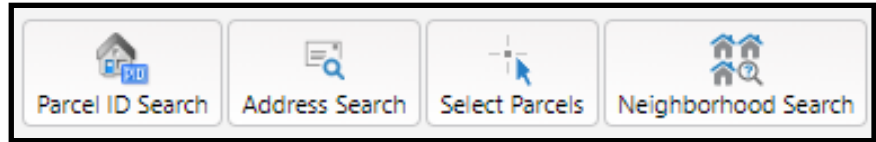
Latitude & Longitude

Two button mice users can find approximate Latitude (Lat) and Longitude (Lon) coordinates by right clicking on the Map Area of the application. A green marker and a tooltip will pop up indicating the point clicked and the Lat and Lon. Touchscreen (tablet) device users can get an approximate Lat and Lon by pressing and holding on the map area for a few seconds which also adds a green marker and a Lat and Lon tooltip.



Search Tools

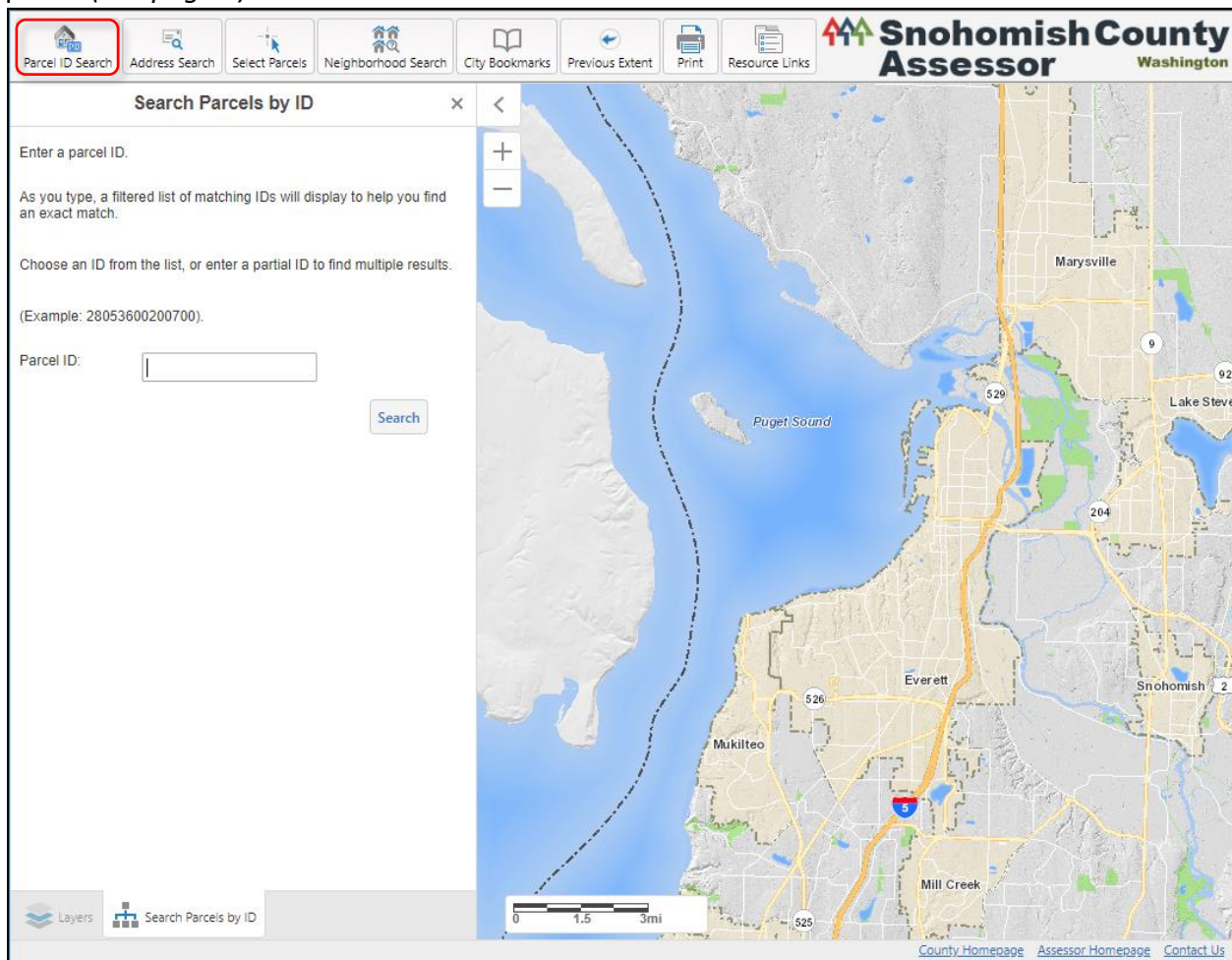
The Search Tools are a way to quickly locate what you are looking for. The first three tools (Parcel ID Search, Address Search, and Select Parcels) are used to locate tax parcels. The fourth tool on the toolbar (Neighborhood Search) is used to locate one or more appraisal neighborhoods.



Parcel ID Search

Launch the tool by clicking the Parcel ID Search button on the toolbar. Enter a 14 digit real property Parcel ID into the search box. A dropdown list will appear, continually refining the search results as you type. If you see the result you are searching for in the list you can select it to finish populating the entry box.

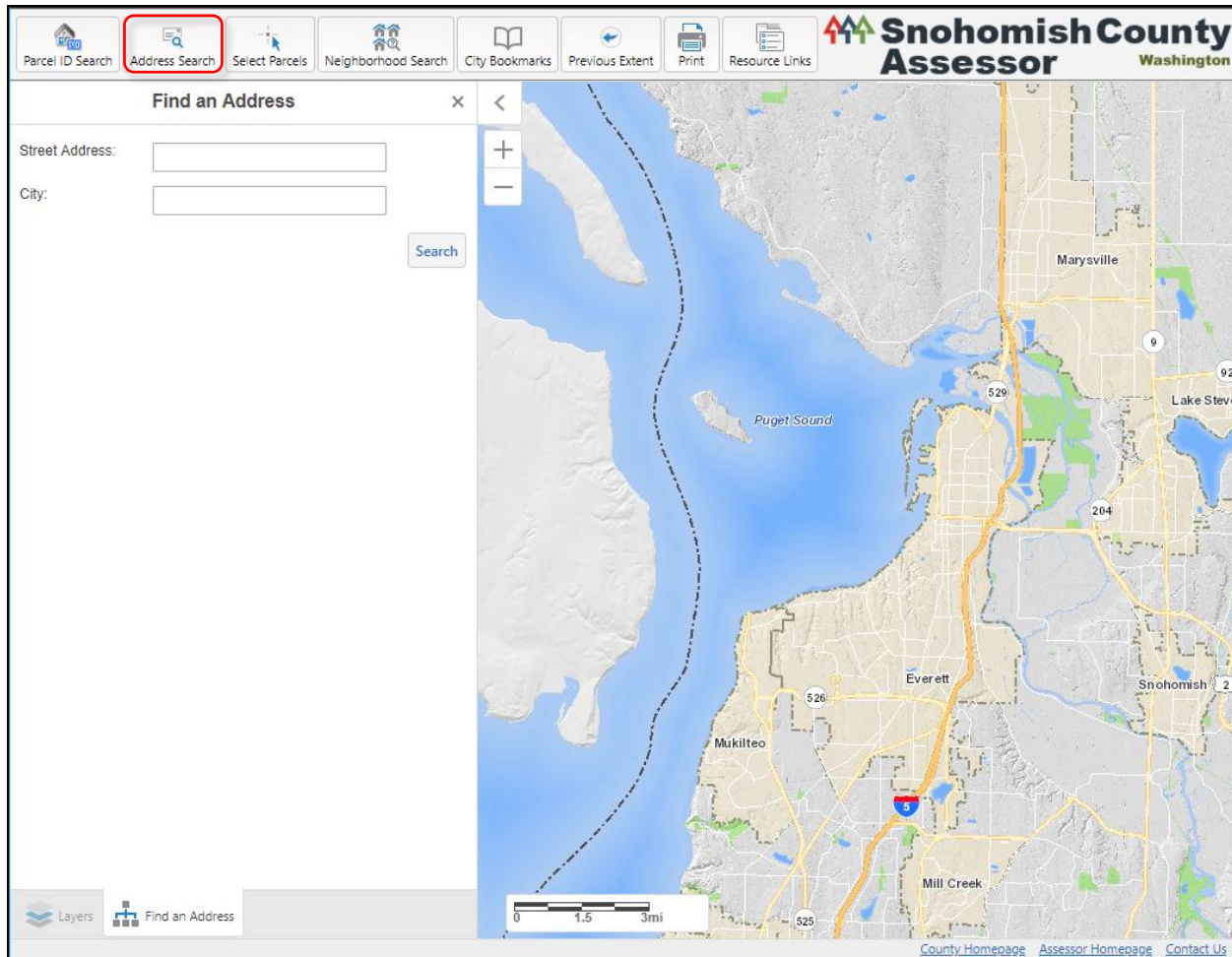
After the number is fully input, press the “Enter” key (“Return” on a Mac) or the “Search” button and application will zoom to and highlight the parcel. The initial search result appears in the left hand panel. (See page 5)



Address Search

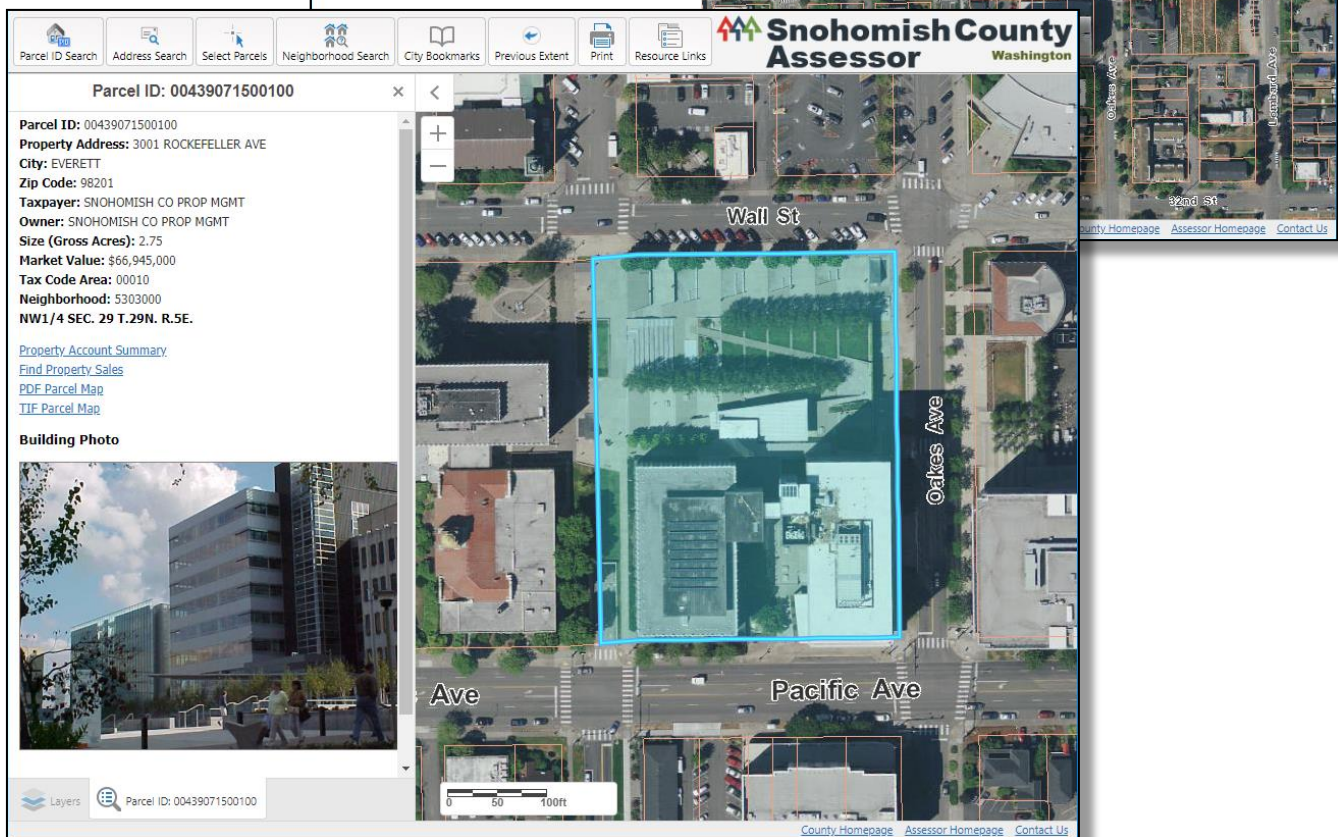
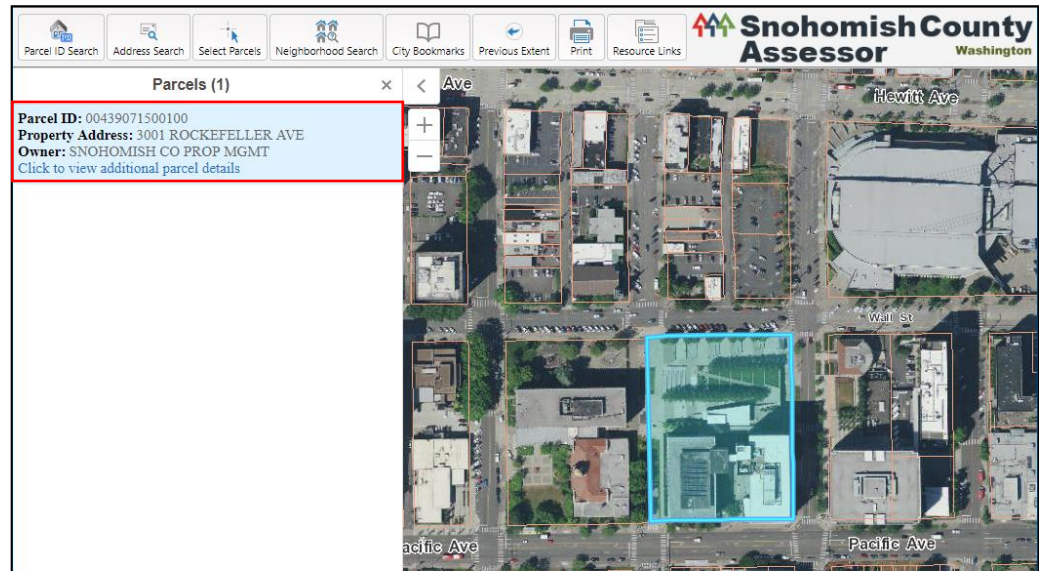
The Address Search allows you to locate a parcel by the property (situs) address. Enter the street address and (optionally) city. A dropdown list will appear, continually refining the search results as you type. If you see the result you are searching for in the list you can select it to finish populating the entry box.

After the address is fully input, press the “Enter” key (“Return” on a Mac) or the “Search” button and the application will zoom to and highlight the parcel. The initial search result also appears in the left hand Info Panel. (See page 5)



When a selection is made, basic property information is displayed in the Info Panel (Parcel ID, Property Address, and property Owner). To get more detailed information, click on the parcel record.

The additional detailed info includes, Property Address, postal City, Zip Code, Taxpayer, gross property Size in acres, Market Value, Tax Code Area, Neighborhood code, Quarter, Section, Township, Range, Building Photo, and links to the Property Account Summary, Property Sales Search Tool, and Parcel Maps.



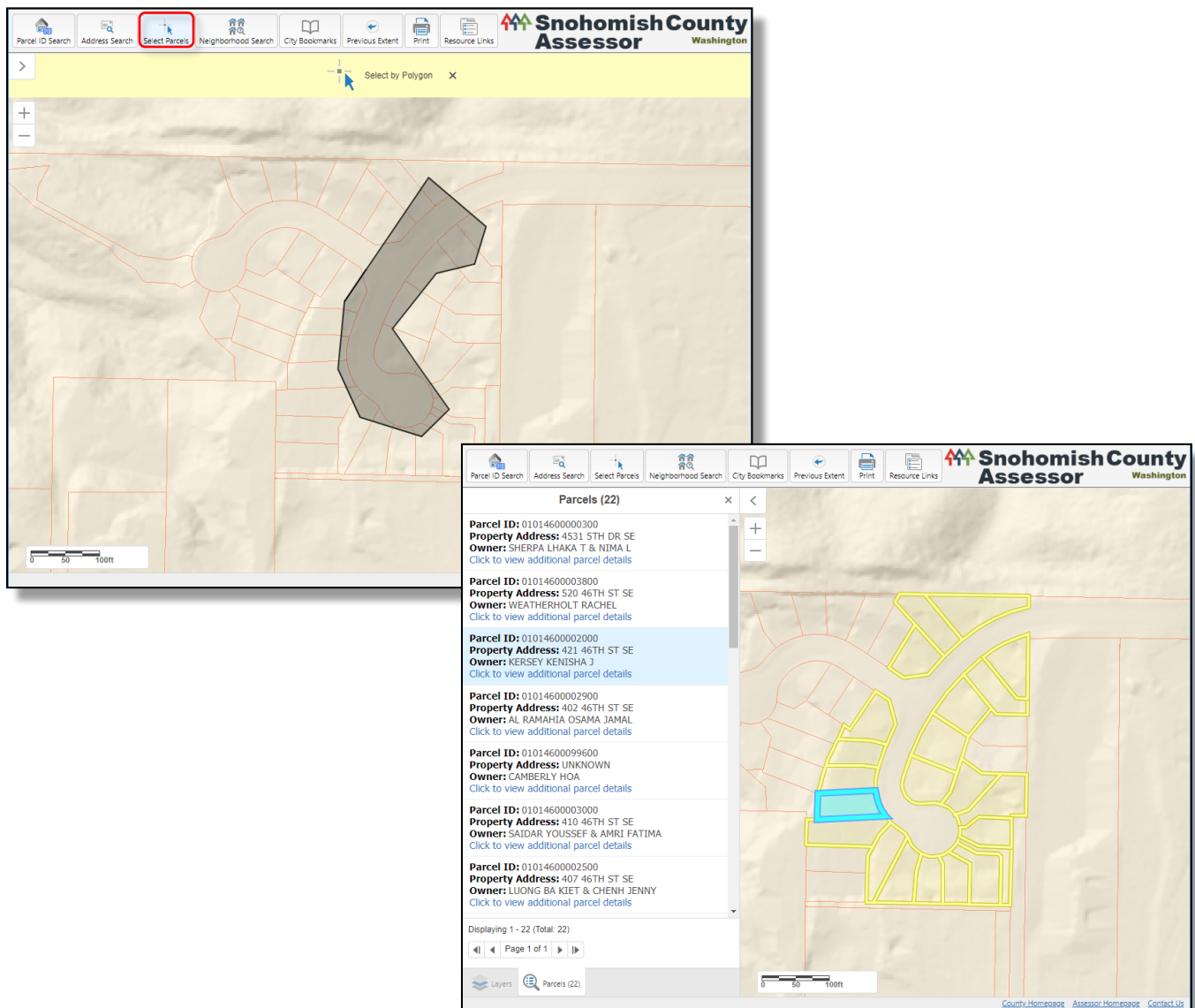
Select Parcels (Multiple Parcel Search)

The Select Parcels tool allows the user to define an area (polygon) to select a group of parcels.

- 1) Select the tool in the toolbar to make it active. (Indicated by the yellow bar across the top of the Map Area.) **Select by Polygon is only for Desktop and tablet browser "desktop" mode.*
- 2) Left click or touch the map area to create points to define the selection polygon extent.
- 3) When you have created your last point, double click or double tap the map area to complete the polygon.

The returned selection will highlight in yellow and a preliminary list of the selected parcels will appear in the left hand pane. When you mouse over each element in the list you will see it highlight in light blue on the map. Once a selection has been made the Select Parcels tool automatically turns off.

***Note:** After the selection is made, the Select Parcels tool will highlight only what is in the current results page list (maximum of 50 at a time). Additionally, the tool will not return more than 3,000 records.



Neighborhood Search

Click the Neighborhood Search button to open the Neighborhood Search Tool panel. Once the panel is open, click the “Show Neighborhood List” button. Check the box next to the neighborhood(s) you would like to select. When you are done, click the “OK” button to perform the search.

Neighborhood Search Tool

This tool displays a list of appraisal neighborhoods for Snohomish County. After making your selection click the OK button at the bottom of the list to zoom to your selected appraisal neighborhood(s).

[Show Neighborhood List](#)

Neighborhood List

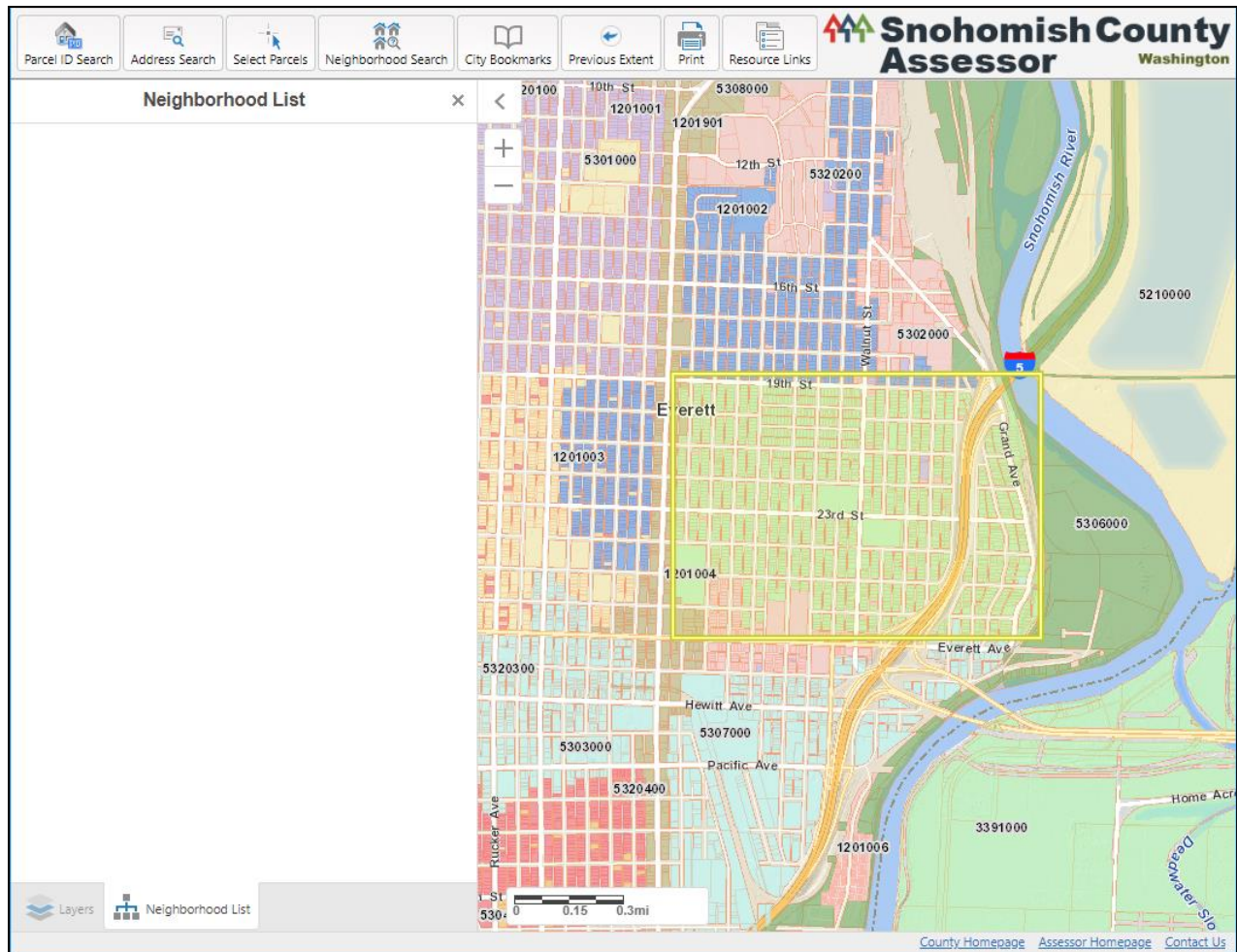
[Select All](#) [Select None](#)

<input type="checkbox"/>	1107000
<input type="checkbox"/>	1107001
<input type="checkbox"/>	1201001
<input type="checkbox"/>	1201002
<input type="checkbox"/>	1201003
<input checked="" type="checkbox"/>	1201004
<input type="checkbox"/>	1201005
<input type="checkbox"/>	1201006
<input type="checkbox"/>	1201010
<input type="checkbox"/>	1201013
<input type="checkbox"/>	1201014
<input type="checkbox"/>	1201901
<input type="checkbox"/>	1208000
<input type="checkbox"/>	1208901
<input type="checkbox"/>	1208902

[OK](#)

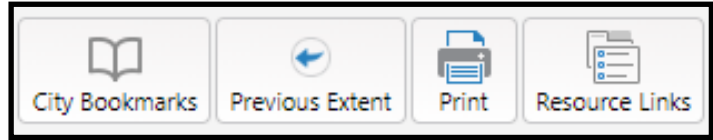
County Homepage [Assessor Homepage](#) [Contact Us](#)

The search will turn on the Appraisal Neighborhood layer (if it is not on already) and zoom to and highlight a bounding box for the selected appraisal neighborhood(s). After 5 seconds, the highlighted bounding box and the neighborhood list tab will disappear.



Miscellaneous Tools

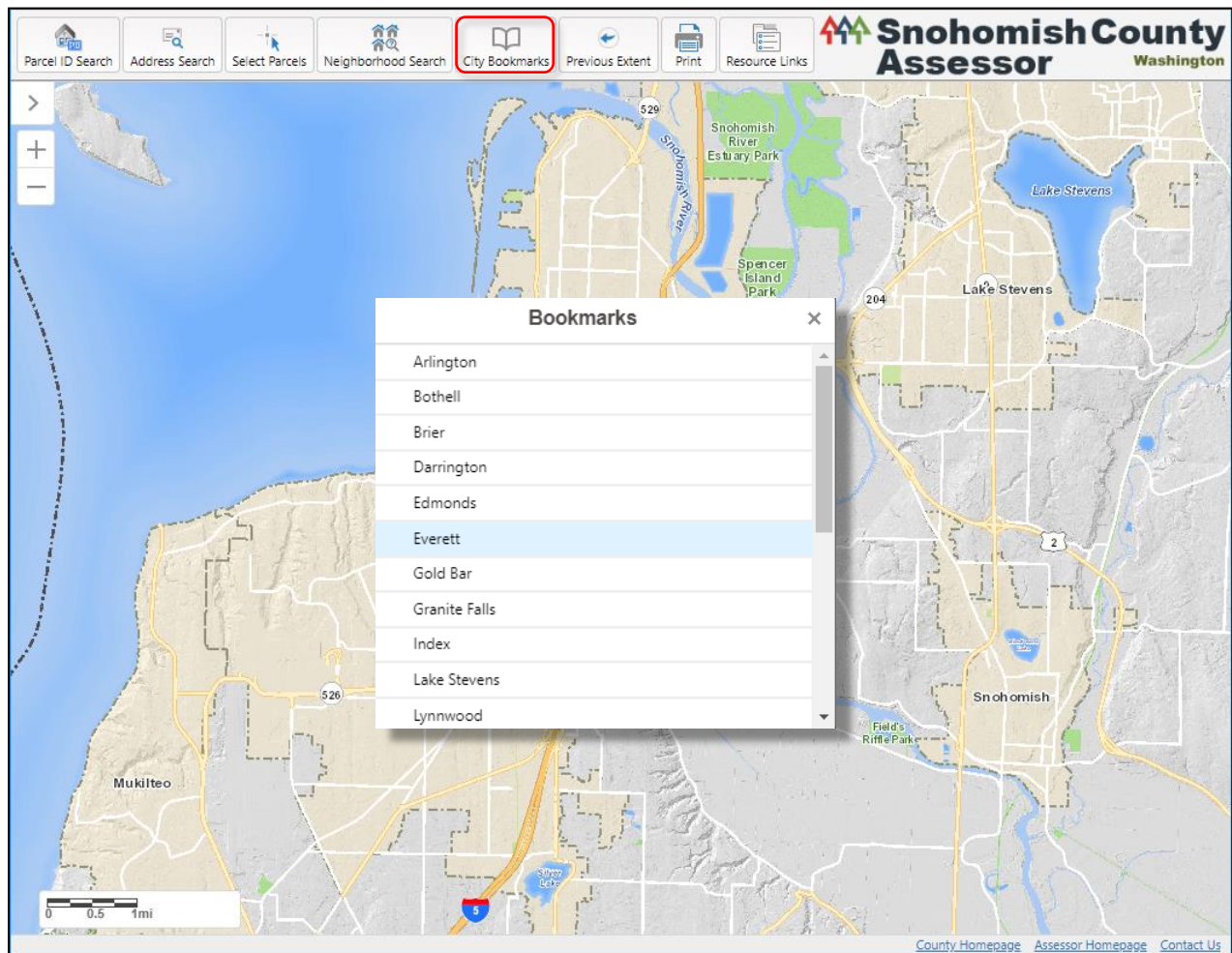
The Miscellaneous Tools are a way to quickly zoom to a city extent, return to a previous extent, print a map, or find links for additional resources.



City Bookmarks

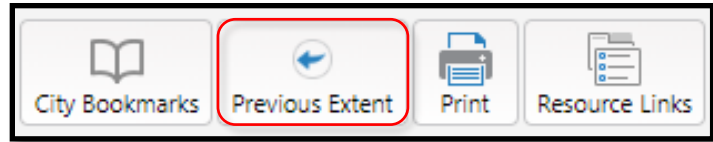
City Bookmarks allow the user to zoom to the extent of a city. This provides a quick way to narrow the map extent. When the City Bookmarks button is pressed a new Bookmarks list appears. Select a city in the list to zoom to its extent.

***Note:** The City Bookmarks may not display the proper extent depending on your screen resolution or if the browser zoom scaling is set to something other than 100%.



Previous Extent

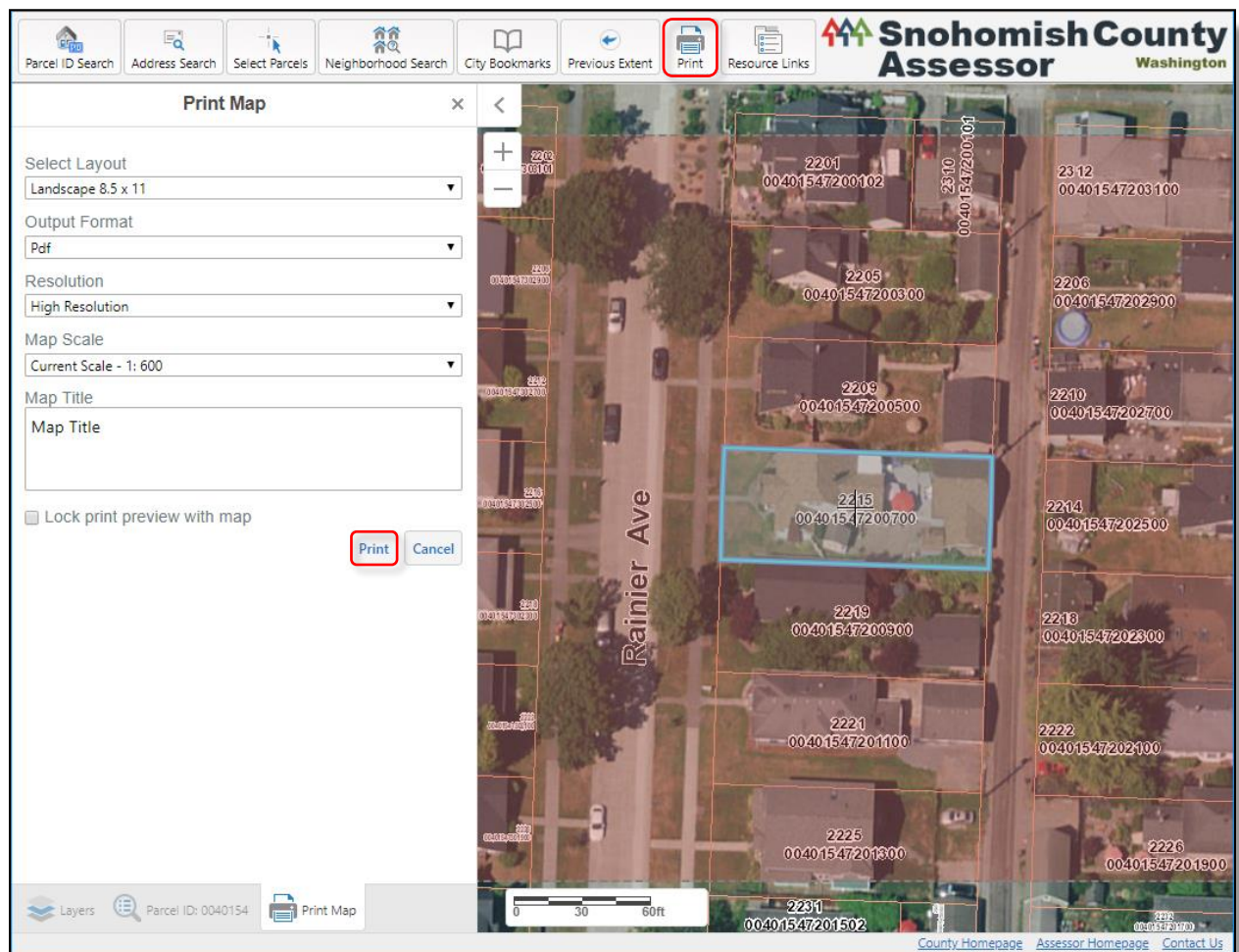
The Previous Extent tool will allow the user to back through many previous map extents within the same map session.



Printing

For best results, use the Print tool, located on the toolbar at the top of the map.

A "print area" highlighted with red shading and various print options display in the left side Print Map panel when the Print button is pressed. Options include the Layout format (landscape 8.5" x 11" or 11" x 17"), the output format (PDF, tiff, jpeg, or png), High or Low Resolution (Default is High), Map Scale (Current Scale or Current Extent), and a customizable Map Title. Additionally there is an option to lock the print preview with the map. This means if you pan the map, the print (highlighted) area is locked to the specified area. If it is unchecked, the print area stays in the middle of the screen while the map moves behind it.



When the print button is clicked the site will generate a map in the specified format. When the map is done generating an “Open File” option will become available. The new file that is suitable for printing, contains an overview map, legend, disclaimer, scale bar, map date, north arrow, and input title.

Print Map

Your file is ready. To view the file, please click 'Open File'.

[Open File](#)

Map Title

Snohomish County Assessor Washington

Legend

- Parcel
- Recent Sales 2020
- Recent Sales 2019
- Recent Sales 2018
- City Boundary
- County Park
- National Forest
- Water

Street Types

- Interstate
- State Route
- Local Road

All maps, data, and information are for informational purposes only and are not to be considered an official statement or representation of the Snohomish County Assessor. The user assumes all responsibility for the use of the data. The user agrees to hold the Snohomish County Assessor harmless from any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising from the use of the data. The user agrees to hold the Snohomish County Assessor harmless from any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising from the use of the data. The user agrees to hold the Snohomish County Assessor harmless from any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising from the use of the data.

Resource Links

The Resource Links provide a quick way to access the user guide, more Assessor's Office information, and related County department resources. Links will open in a new browser tab.

[SCOPI User Guide](#) The SCOPI User Guide for desktop and tablet devices in PDF format

[Assessor Data Downloads](#) Spatial and tabular data available on the Assessor's FTP site

[Assessor Frequently Asked Questions](#) Mapping, Taxes & The Assessment Program, The Assessment Process, Mobile Park Trailers, and Personal Property E-File

[Owner, Taxpayer, & Address Changes](#) Instructions for requesting changes to County tax parcel Owner, Taxpayer, and Address records

[Tax Distribution](#) Individual tax distribution by parcel

[Disclaimer](#) Assessor's Website Use Disclaimer

[Auditor](#) Animal Services, Elections, Licensing, and Recording

[Planning & Development Services](#) Permit, Zoning, and Land Use Information

[Public Works](#) County Roads, Solid Waste, and Surface Water information

[Treasurer](#) Tax and Payment Information

[Maps & GIS](#) Snohomish County Downloadable Maps, Interactive Maps, GIS Data & Products

[Privacy Policy](#) Snohomish County Privacy Policy

The screenshot shows the Snohomish County Assessor's website interface. At the top, there is a navigation bar with icons for Parcel ID Search, Address Search, Select Parcels, Neighborhood Search, City Bookmarks, Previous Extent, Print, and Resource Links (which is highlighted with a red box). The main header displays the Snohomish County Assessor logo and the word 'Washington'.

On the left side, a 'Resource Links' sidebar is open, listing the following links: [SCOPI User Guide](#), [Assessor Data Downloads](#), [Assessor Frequently Asked Questions](#), [Owner, Taxpayer, & Address Changes](#), [Tax Distribution](#), [Disclaimer](#), [Auditor](#), [Planning & Development Services](#), [Public Works](#), [Treasurer](#), [Maps & GIS](#), and [Privacy Policy](#). A 'Close' button is located at the bottom of this sidebar.

The main content area displays a map of Grand Ave, bounded by 24th St and 25th St. The map shows several property parcels, each with a unique identifier (e.g., 23 22, 0043 91486 02 100). Some parcels are labeled 'Multiple Parcels (Click for Info)'. A scale bar at the bottom indicates distances of 0, 50, 100ft, and 3101. At the bottom right, there are links for 'County Homepage', 'Assessor Homepage', and 'Contact Us'.